

**ST. MARY'S COUNTY
BOARD OF COUNTY COMMISSIONERS' MEETING
Governmental Center
December 21, 1999**

Present: Commissioner President Julie B. Randall *(not present at beginning of meeting)*
Commissioner Joseph F. Anderson
Commissioner Shelby P. Guazzo
Commissioner Thomas A. Mattingly, Sr.
Commissioner Daniel H. Raley
Mortimer L. Smedley, County Administrator
George Forrest, Deputy County Administrator
Judith A. Spalding, Recorder

GROUNDBREAKING - 911 COMMUNICATIONS CENTER

The Commissioners attended the groundbreaking for the 911 Communications Center at the Governmental Center Complex (at the intersection of Leonard Hall Drive and Baldrige Street)

CALL TO ORDER

The meeting was called to order at 10:05 a.m.

ADDITIONS/DELETIONS TO AGENDA

Commissioner Mattingly moved, seconded by Commissioner Raley, to accept the agenda as amended (to add an executive session on personnel with the County Attorney). Motion carried.

(Commissioner Randall entered the meeting - 10:10 a.m.)

APPROVAL OF CHECK REGISTER

Commissioner Guazzo moved, seconded by Commissioner Mattingly, to authorize Commissioner President Randall to sign the Check Register. Motion carried.

**DEPARTMENT OF HUMAN RESOURCES
INTRODUCTION OF NEW EMPLOYEES**

Present: Melvin McClintock, Director, DHR
Evelyn Wood, Assistant to Director

Mr. McClintock and Ms. Wood introduced new employees to County Government as of October and November.

**EXECUTIVE SESSION
PERSONNEL**

Commissioner Mattingly moved, seconded by Commissioner Anderson, to meet in Executive Session to discuss a matter of Personnel, as provided for in Article 24, and 4-210(a)1. Motion carried.

Personnel

Present: Commissioner President Julie B. Randall
Commissioner Joseph F. Anderson
Commissioner Shelby P. Guazzo
Commissioner Thomas A. Mattingly, Sr.
Commissioner Daniel H. Raley
Al Lacer, County Attorney

Authority: Article 24, Section 4-210(a)1

Time Held: 10:30 a.m. – 10:52 a.m.

Action Taken: The County Attorney discussed a personnel issue with the Commissioners.

COMPENSATION AND CLASSIFICATION STUDY UPDATE

Present: Melvin McClintock, Director DHR
Carol Gallagher, Procurement Office
Al Lacer, County Attorney

Mr. McClintock and Ms. Gallagher appeared before the Board to review the reclassification study proposal. Highlights of the presentation included:

- ❖ The study will cover County Government, Metropolitan Commission, Sheriff's Department, and the Library.
- ❖ Requested services include total compensation study, re-engineering, administrative policies, and personnel policies and procedures manual.
- ❖ Objectives of the study include review and adjust job evaluation plan; determine market competitiveness of compensation package; assess efficiency and effectiveness of organization; evaluate balance between pay and benefits; and revise pay table to remain competitive with market.
- ❖ The project work groups will include Compensation Survey Team and Re-engineering Review Committee.

Areas of discussion included the need for involvement of County employees, proprietary information (which is not releasable); funding provided in FY 2000 budget for study (\$100,000); meetings with County Commissioners during the study process; need for job evaluations to determine if there is "job creeping" and that position salaries are commensurate with duties; that the re-engineering segment of the study will offer organizational efficiencies; that priority be given to the re-engineering segment; the need for coordinated organizational changes; and that this project is a workforce development issue (building a home grown workforce and strengthening management practices).

Commissioner Raley indicated that he was not in favor of this project, stating he had some serious concerns with the consultant contract; that there was a study in 1995 and portions were not implemented by a previous board because of financial constraints, that this Board was also going to experience financial constraints. He suggested that a better use of the money would be to give employees (Grade 5 and under) \$300 each.

After discussion the Commissioners gave their consensus for the Department of Human Resources to proceed with awarding the contract for the referenced study.

APPROVAL OF MINUTES

Commissioner Mattingly moved, seconded by Commissioner Anderson, to approve the minutes of the Commissioners' meeting of Tuesday, December 14, 1999, as amended. Motion carried.

INFORMATION TECHNOLOGY DEPARTMENT REORGANIZATION PROPOSAL

Present: Marjorie Marsh, Director, IT
Melvin McClintock, Director, Human Resources
Misti Devery, IT

Ms. Marsh appeared before the Board to present a Reorganization Proposal for the Information Technology Department. Ms. Marsh reviewed the current staffing (which includes five vacancies that have been included in the FY 2000 budget) and a proposed organizational chart that calls for three divisions (Systems, Service and Support) and two new positions (Lead Technician for Service and Support and an Administrative Coordinator). She described the requirements and responsibilities for each division. She further explained the need for filling the positions with individuals capable of supporting multiple systems rather than specific systems which would require changing job descriptions to get the needed staff to meet the needs of today and the future.

During discussion Mr. McClintock advised that he was in agreement with the reorganization proposal; however, there were some minor issues that he and Ms. Marsh will resolve. In conclusion the Commissioners gave consensus for Ms. Marsh to proceed as requested with the reorganization.

APPOINTMENTS

Vice-President – Board of County Commissioners

Commissioner Anderson moved, seconded by Commissioner Guazzo, to select Commissioner Tom Mattingly to serve as vice-president for the next year. Motion carried.

Tri-County Council Executive Board

Commissioner Raley pointed out that he was going to take the next rotation for the Tri-County Council; however, he suggested that Commissioner Anderson continue for the next year and that he would be willing to serve on the TCC Agricultural Commission (for a two-year term).

Commissioner Raley moved, seconded by Commissioner Mattingly, to appoint Commissioner Anderson to the Tri-County Council Executive Board for one additional year. Motion carried.

Commissioner Mattingly moved, seconded by Commissioner Anderson, to sign the letter reappointing Mary Lynne Stone as the member at large on the Tri-County Council. Motion carried.

Commissioner Mattingly moved, seconded by Commissioner Anderson, to select Commissioner Raley to serve on the Tri-County Council Agricultural Commission to represent St. Mary's County. Motion carried.

COUNTY ADMINISTRATOR

Present: Mortimer L. Smedley, County Administrator

- Draft Agendas for December 28, 1999 and January 4, 2000

(During discussion of the draft agendas Commissioner Randall suggested that the Board request Mr. Grimm, Director, DPZ, and Mr. Taylor, Chair, Planning Commission, to change the format for the work sessions by pulling the important issues to the forefront for the January sessions and address the smaller details in later sessions. It was the consensus of the Commissioners to discuss this at the January 3, 2000 work session.)

1. **Grant Documents**

a. **Housing Authority**

Grant Agreement – Rental Allowance Program (RAP)
(State Funding - \$17,934)

Also present: Dennis Nicholson, Director, Housing Authority

Commissioner Mattingly moved, seconded by Commissioner Guazzo, to approve and authorize Commissioner Randall to sign the Grant Agreement as presented. Motion carried.

b. **Office of Community Services**

Announcement of HotSpots Communities Grant Award

Also present: Joe Dick, Director, Alliance for Alcohol Drug Abuse Prevention
Sheriff Voorhaar

Mr. Dick announced that \$6.3M in new state aid has been awarded to 32 HotSpot communities in Maryland for Phase II; total amount to St. Mary's County for the Lexington Park HotSpot area is \$219,634. The funds will be used for community mobilization; community policing; youth prevention; HotSpot Coordination; Parole/ Probation Agent; Community Juvenile Delinquency Intervention; Community Support for Addiction Recovery.

c. **St. Mary's County Commissioners/Department of Social Services**

Information Release - Workforce Development Program Announcement

Also present: Ella May Russell, Director, DSS

The Board of County Commissioners and the Department of Social Services issued an Information Release announcing the state's approval of a workforce development program that will expand and develop the local work force. This effort, a strategic alliance between the State Department of Human Resources, Board of County Commissioners, the Department of Social Services, and the Community Development Corporation, will identify problems employers have that affect employee job retention or career advancement. CDC will be the lead agency operating through a Memorandum of Agreement with DSS, which is the funding agency and will be providing \$150,000 for the project.

2. **Sustainable Community Development
Executive Summary**

Also present: Roger Stone, Sustainable Development Institute
Bill Reed, Global Environmental Options
Al Lacer, County Attorney

As a follow up to the November presentation, Messrs. Stone and Reed appeared before the Board to provide an update on the Sustainable Community Development project in conjunction with the County's Comprehensive Plan. Mr. Stone and Mr. Reed advise that they have been gathering information and meeting with staff, experts, agencies and organizations. They advised that they will be submitting by the first of the year a draft proposal and work plan to be submitted to foundations to request grant funding for the overall sustainable development study. A draft generic executive summary, which will be submitted to the foundations, has been provided to the Commissioners.

Areas of discussion included: that the County, or its designee, should be the grant recipient; implications of any grants offered; short term issue (absence of a contract; the contract is being worked on by the County Attorney and Office of Central Services); the \$10,000 contract with Messrs. Stone and Reed which is a contract for grant writing; that the grant funds being sought are from sources that the County would not have access to, and there will be checks and balances; the need for a defined scope of work; designation

of a Commissioner for the Advisory Board; and the need for more details regarding the proposal.

After discussion the Commissioners requested that once the grant application is submitted to the foundations, and proposals received, that the Commissioners and staff have an opportunity to address any legal or financial ramifications. In addition the contract of agreement with Messrs. Stone and Reed should be ready for the Commissioners' approval by next Tuesday, December 28.

3. **Employment Contracts**

Director, Planning and Zoning

Commissioner Anderson moved, seconded by Commissioner Mattingly, to approve and authorize Commissioner Randall to sign the referenced Employment Contract with Jon Grimm. Motion carried four to one with Commissioner Raley voting against.

Lexington Park Revitalization Coordinator

Commissioner Anderson moved, seconded by Commissioner Guazzo, to approve and authorize Commissioner Randall to sign the referenced Employment Contract with Robin Finnacom. Motion carried.

Airport Manager

Commissioner Guazzo moved, seconded by Commissioner Anderson, to approve and authorize Commissioner Randall to sign the referenced Employment Contract with Patty Stiegman. Motion carried four to one with Commissioner Raley voting against.

Assistant Public Information Officer

Commissioner Guazzo moved, seconded by Commissioner Raley, to approve and authorize Commissioner Randall to sign the referenced Employment Contract with Delores Lacey. Motion carried.

COUNTY COMMISSIONERS' TIME

Museum Board

Commissioner Guazzo advised that she attended the St. Clement's Island/Piney Point Museum Board's recent meeting at their request. The Board members indicated they were under the impression from County Government that the Museum Board should consider moving from a division of the Recreation and Parks Department to become a division of the Department of Economic Development. She advised the Museum Board that there was not any such policy direction reflected in the Board of County Commissioners' minutes and that they did not have to pursue the issue at this time.

Holiday Day Greetings

The Commissioners wished everyone the happiest of holidays.

EXECUTIVE SESSIONS

Commissioner Anderson moved, seconded by Commissioner Mattingly, to meet in Executive Session to discuss matters of Property Acquisition, Personnel, as provided for in Article 24, Section 4-210(a)11 and 4-210(a)1, respectively. Motion carried.

Property Acquisition

Present: Commissioner President Julie B. Randall
Commissioner Joseph F. Anderson
Commissioner Shelby P. Guazzo
Commissioner Thomas A. Mattingly, Sr.
Commissioner Daniel H. Raley
Mortimer L. Smedley, County Administrator
George Forrest, Deputy County Administrator
Al Lacer, County Attorney
Jim Stirling, Director, CIP
Judith A. Spalding, Recorder

Authority: Article 24, Section 4-210(a)11

Time Held: 4:30 p.m. – 6:15 p.m.

Action Taken: The Commissioners discussed with staff a number of property acquisition issues and gave direction to staff.

Personnel

Present: Commissioner President Julie B. Randall
Commissioner Joseph F. Anderson
Commissioner Shelby P. Guazzo
Commissioner Thomas A. Mattingly, Sr.
Commissioner Daniel H. Raley
Al Lacer, County Attorney
Mortimer Smedley (attended from 6:55 p.m. – 8:15 p.m.)

Authority: Article 24, Section 4-210(a)1


Time Held: 6:20 p.m. – 8:45 p.m.

Action Taken: The Commissioners discussed a personnel issue with the County Attorney.

ADJOURNMENT

The meeting adjourned at 8:45 p.m.

**Minutes Approved by the
Board of County Commissioners on 12/28/99**


Judith A. Spalding, Recorder